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To: Parwez Alam, County Administrator

From: Bob Inzer, Clerk *[Signature]*

Subject: Holiday Schedule

Date: August 20, 2003

Let me begin by thanking you for allowing me to participate in the discussion regarding next year's holiday schedule. As you know, I strongly believe that the administrative functions of County government adopt, to the extent possible, the same holiday calendar. The public will have a hard enough time determining whether or not the courthouse is open much less determining which offices within the courthouse are open.

I still believe that we should make efforts to coordinate our calendar with the other governmental offices; namely, the City and State). I believe the public benefits by that coordination and we are here to serve them.

My office will adopt a unified calendar as set by the Board. While my office must be available to meet the needs of the judiciary and will have employees there to serve them, I can easily accomplish that without adopting their calendar.

If I were the sole decision maker in setting the holiday calendar, I would not include any of the religious holidays (Good Friday, Rosh Hashanah, or Yom Kippur). To the extent employees want to take these days off, the county's annual leave policy is generous enough to allow employees to take time off for this purpose. I am unaware of any other local government that is closed on these holidays. Most businesses are open and probably have an expectation that government will be open to meet their needs.

Again, thank you for the opportunity to provide input and I look forward to continuing to be of service.